

# **UNDERGROUND UTILITY COORDINATOR**

## Purpose:

To actively support and uphold the City's stated mission and values. To locate water mains, water services, sewer mains, sewer taps, storm drains, irrigation lines, and reclaimed water lines using utility maps and sensitive electronic locating equipment. To also locate water valves, meter boxes, and sewer manholes using electronic equipment. To coordinate activities with the Blue Stake Center; to perform a variety of technical activities in support of the Water and Wastewater Division crews, contractors, excavators and other utility companies. To perform mechanical finals from construction plans or asbuilts as time permits.

### **Supervision Received and Exercised:**

Receives general supervision from Water Distribution & Collection Manager and other supervisory or management staff.

May exercise functional and technical supervision over utility maintenance staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Consult a variety of utility maps, as-built prints, construction plans and GIS system and other computer mapping systems
- Operate various equipment including: line tracer, magnetic locator, dousing rod, and other electronic locating equipment to locate water, sewer, storm drain, irrigation, and reclaimed water facilities in public streets, alleys, utility easements and other right-ofways, public and private
- Calculate distances to ensure exact locations of utilities; mark the location of utilities using locating equipment, paint, whiskers and stakes
- Read and interpret quarter section maps to facilitate locating utility lines
- Use appropriate safety equipment and procedures; exercise independent judgment

### CITY OF TEMPE

Underground Utility Coordinator (continued)

- Operate a variety of specialized, sensitive electronic equipment to locate utility lines, valves, and manhole covers in the right-of-way and utility easement
- Prepare written documents and photographs verifying marked utilities after damage to City owned facilities and expedite claims for utility repairs. Interact with contractors, coworkers, and the general public to establish and maintain effective working relationships
- Respond to emergency situations to give information and directions to contractors; City employees, and the general public to prevent further damage and lessen health and safety hazards
- Check for visibility of Blue Stake markings at construction areas; inform construction crews and general public of any complications with Blue Stake markings; explain State laws to construction crews and the general public as necessary
- Train other water and wastewater distribution personnel in the policies, procedures, equipment, and pertinent rules and regulations used in locating underground utilities – water, wastewater, storm drains, irrigation and reclaimed water
- Report problems in the field that need correction; occasionally plan and direct the work of one or more utility maintenance crews
- Review various forms, reports, correspondence, Blue Stake tickets such as routines, updates, recalls, emergencies, unknown line and damaged utility tickets
- Conduct mechanical finals on new water systems or additions to the City's infrastructure
- Conduct research and/or analyze date regarding excavation locations, construction prints, plat maps, as-built plans, and profile plans to determine actual running line of requested utilities
- Use a camera for documentation of Blue Stake markings, damaged utilities and Division vehicles involved in accidents
- Test and evaluate equipment for potential purchase; maintain electronic locating equipment, line tracing equipment, magnetic locator, measuring equipment and hand tools; maintain daily logbook and prepare various reports including simple sketches and drawings
- Attend contractor meetings and pre-construction meetings to provide utility marking information
- Operate a personal computer and general office equipment

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Underground Utility Coordinator (continued)

• Log changes in TGIS or other mapping systems and related software for water,

wastewater, storm drains, reclaimed water and flood irrigation

Attend Blue Stake Committee and Divisional Safety meetings. Support the Utility

Services crews and other City departments and divisions as needed

Act as liaison between the Corporation commission and all field activities relating to hit

lines requiring an investigation

Perform related duties as assigned

**Minimum Qualifications:** 

**Experience:** 

Two years of increasingly responsible experience in the installation, maintenance and repair of water and sewer service facilities and lines. Ability to read a quarter section map,

as-built plans, and construction plans.

**Education:** 

Equivalent to the completion of the twelfth grade.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of, or required to obtain, a Grade II Distribution and Grade I Wastewater

Collections Certification as required by the Arizona Department of Environmental Quality.

**Examples of Physical and/or Mental Activities:** 

(Pending)

**Competencies:** 

(Pending)

Job Code: 135

Status: Non-Exempt / Classified